

# Contract User Guide for ITS63

## ITS63StaffAugCat1 and ITS63StaffAugCat3: IT Staff Augmentation Full Service and Niche Contracts

UPDATED: 07/03/2018

<b>Contract #:</b>	ITS63StaffAugCat1 and ITS63StaffAugCat3
<b>MMARS MA #:</b>	ITS63StaffAugCat1* and ITS63StaffAugCat3*
<b>Initial Contract Term:</b>	07/01/2016 to 06/30/2021
<b>Maximum End Date:</b>	no options to renew
<b>Current Contract Term:</b>	07/01/2016 to 06/30/2021
<b>Contract Manager:</b>	Marge MacEvitt, (617) 720-3121, <a href="mailto:marge.macevitt@mass.gov">marge.macevitt@mass.gov</a>
<b>This Contract Contains:</b>	Small Business Purchasing Program, MBE/MWBE/WBE, Service Disabled Veteran-Owned Business
<b>UNSPSC Codes:</b>	80-11-18

\*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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### Contract Summary

This User Guide covers two Statewide Contracts for IT Staff Augmentation services, where Commonwealth Agencies post job requirements for temporary IT staff ("Resources") and the ITS63 Vendors submit candidate resumes for consideration by the Commonwealth Agency. The Full Service contract (ITS63StaffAugCat1) has vendors who can supply Resources for a wide range of job functions

NOTE: Contract User Guides are updated regularly. Print copies should be compared against the current version posted on [mass.gov/osd](http://mass.gov/osd).

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and areas, and the Niche contract (ITS63StaffAugCat<sup>3</sup>) includes vendors who have specialized in providing resources in a particular "niche" area, such as PeopleSoft, Meditech, Tableau, and Accela resources. Except as noted, these contracts work exactly the same way.

If your Agency has recruited a Resource on its own, use Contract ITS63StaffAug2a or ITS63StaffAug2b.

*UPDATES:*

**06/27/2018 - New Vendors Added - Please revise postings to include**

Eighteen new vendors have been added to Category 1, and five to Category 3, as a result of reopening the RFR to new vendors earlier this fiscal year. If your agency posts via COMMBUYS, please note that **if you simply clone previous bids from before the new vendors were added, the new vendors will not receive notice of or access to the bids.** If you clone, please update the distributor list, or create a new posting for future use. If your agency is not using COMMBUYS to distribute new postings, please update your email lists with the new email addresses that have been added to the Vendor Listing Spreadsheet on COMMBUYS.

**11/25/2017 - Reminders and Clarifications**

This is a reminder to contract users ("Commonwealth Entities") and vendors about the rules for the use of the IT Staff Augmentation contracts.

1. Category 1 (Full Service) or Category 3 (Niche) vs Category 2 (Lower Overhead)  
If a Commonwealth Entity has located a Resource without input from a Category 1 or Category 3 vendor, the Commonwealth Entity may use Category 2. Category 2 may not be used under any other circumstances. In this case, the position should not be posted.
2. Category 1 and Category 3  
All openings for which a Commonwealth Entity is seeking resumes must be advertised (via COMMBUYS posting for Executive Departments or email for Commonwealth Entities not using COMMBUYS) to all Category 1 vendors, or if using Category 3, to all Category 3 vendors in the niche being sought.
3. Category 1 and Category 3 - Retaining a Resource beyond their Original Engagement  
If a Commonwealth Entity has a Resource from a Category 1 or Category 3 vendor who is completing the engagement for which they were selected, and the Commonwealth Entity has an opening suitable for the Resource, the Commonwealth Entity may retain the Resource **ONLY** if the Rate Card Title and the Rate do not change. That is, the only changes that may be

made to the SOW for the Resource are to the scope (if a specific project was described), maximum number of hours, or maximum end date.

#### 4. Bill Rate Changes after Bid Submission

Commonwealth Entities may contact vendors after bids have been submitted to try to negotiate a lower Bill Rate to the Commonwealth. However, vendors may not request a higher bill rate after being notified that their candidate has been selected or is a finalist for an engagement. If a vendor made an error in submitting the Bill Rate, the vendor may either honor the rate submitted or request that the Commonwealth Entity allow withdrawal of the candidate.

Commonwealth Entities should be aware that failure to follow OSD's directions for use of a Statewide Contract may result in an audit exception if the Commonwealth Entity's procurement practices are reviewed by OSD's Compliance Unit.

IT Staff Augmentation vendors, please note that a verified violation of item 1 above will result in suspension of new business for a period of six months or longer. That is, a Category 1 or Category 3 vendor may not propose Resources for new engagements to be provided by the Category 1 or Category 3 vendor except via the posting process per item 2 above. A Category 1 or Category 3 vendor may not propose resources to be provided via a Category 2 vendor under any circumstances. Vendors must also comply with items 2-4 as applicable.

**09/07/2017 - RATE CARD 6 has been posted**, replacing Rate Card 5 for Executive Department Users. Non-Executive entities may use Rate Card 6 or Rate Card 3; Executive Departments must use Rate Card 6 for new postings. The new Rate Card has been created to better reflect industry standards, dropping some titles that have not been used for many years, as well as some rate adjustments. **These changes will not affect existing contracts or postings now in progress.**

#### **09/07/2017 - Reminders and Clarifications**

1. Please **include the Contract Number ITS63 in the "Document Description" field** to enable the ITS63 vendors to locate your posting.
2. Category 1 postings must be distributed to **ALL** Category 1 vendors, not to a subset of those vendors.
3. If you have an opening for a specialty offered by one or more Niche vendors, you may choose to post it **ONLY** for the Niche vendors that offer this specialty. If you wish you may also



include the Category 1 vendors in the posting, but **do not exclude the Niche vendors offering that specialty**. Please see [Selecting Vendors to receive bid notification](#) for instructions.

4. Make sure that all vendors who submitted candidates are notified as soon as possible if a different candidate was selected or the bid is cancelled. Please review instructions found under "[Notify Vendors...](#)"

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- Competition for every placement results in good rates
- Over 40 vendors available under "Full Service," and 16 vendors under "Niche," to recruit and provide candidates

## Find Bid/Contract Documents

- To find all contract documents, including the Contract User Guide, RFR, specifications, Rate Cards, Job Specification templates, sample SOWs, list of awarded vendors, and all other documents, visit [COMMBUYS.com](http://COMMBUYS.com) and search for Contract ITS63StaffAugCat1 (the Full Service contracts) or ITS63StaffAugCat3 (the "Niche" contracts). All of the contract documents are under "Agency Attachments" in a single .zip file, click to open this file. The vendors are listed under the "Master Blanket/Contract Vendor Distributor List."
- To link directly to these contracts, visit [PO-16-1080-OSD03-SRC01-00000007667](#) for ITS63StaffAugCat1 (the Full Service contracts) or [PO-17-1080-OSD03-SRC01-00000007965](#) for ITS63StaffAugCat3 (the "Niche" contracts).

## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

### Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

## Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's

Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

## Pricing, Quote and Purchase Options

### Purchase Options

Services will be obtained on a time and materials basis only. Travel may be paid only with the prior written consent of the Commonwealth Agency.

### Pricing

A "[Rate Card](#)," updated periodically, determines the *maximum* rates Vendors can charge for particular job titles. Rate Card 6 applies to Executive Department agencies. All other Commonwealth Agencies may use Rate Card 3 or Rate Card 6.

Vendors submitting candidate resumes in response to a job posting will include the hourly rate they will charge the Commonwealth for the candidate's services, which may be lower than the Rate Card but may not exceed it. Eligible Entities are not bound to accept the lowest rates, but should make a best value decision.

If an Agency does not receive satisfactory resumes using the Maximum Rate Card rates and wishes to post at a higher rate, they may petition Ellen Wright ([ellen.wright@state.ma.us](mailto:ellen.wright@state.ma.us)), the designee of the Commonwealth's Chief Information Officer, for a variance from the Rate Card.

### Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us).

When contacting a vendor on statewide contract, always reference ITS63 to receive contract pricing.

### How to Use this Contract

Review the list of [Niche specialties](#). If there is a specialty applicable to your posting, you may read the vendor's description of their services posted on COMMBUYS as "Niche Specialty Descriptions from Vendor RFR Response" (bidders were limited to 250 words or less). If you wish to use a Niche vendor, you may limit your posting to only Niche vendors offering services in that area. Or, you may post for both; 1) a particular Niche, and 2) Full Service Vendors, (two postings will be needed in that case). Niche vendors may only submit resumes in their listed Niche; Full Service vendors are not limited, but may not bid on a posting specified as being limited to Niche Vendors (StaffAugCat3).



There are three steps for obtaining IT Resources under this Contract, explained in more detail [below](#):

1. Post the position on COMMBUYS and select a candidate from the resumes received. COMMBUYS posting is required for all positions to be filled under this contract except for non-Executive agencies (see [alternate posting process](#)).
2. Notify the Vendors that a candidate has been selected and sign an agreement with the selected Vendor.
3. "On-board" the Resource (obtain required forms before the Resource can start work).

### How to Post on COMMBUYS

Visit the [Job Aids for Buyers](#) webpage, select the *COMMBUYS Purchase Orders* section, and download the *How to Create a Solicitation Enabled Bid Using a Release Requisition* job aid. **Follow all Steps in that Job Aid except for those items in the various steps that are customized below.**

Note: If your posting is in a specialty area covered by Category 3, Niche Specialties, you may wish to post to both Category 1 and the particular Category 3 vendor(s) offering that specialty. See below (Step 6) for instructions.

1. General tab (Job Aid Step 5)
  - a. Item 1, "Short Description": Include ITS63StaffAugCat1 in the "Short Description" field if using the Full Service contract or ITS63StaffAugCat3 for the Niche contract.
  - b. Before following Item 6, select "Statewide Contract" as "Type Code."

2. Items tab (Job Aid Step 8)

**For the Full Service Contract (ITS63StaffAugCat1)**

- a. Enter "ITS63StaffAugCat1" as the "Description" (do not select any other criteria)
- b. Select Find It

**For the Niche Contract (ITS63StaffAugCat3)**

- a. Enter "ITS63StaffAugCat3" as the "Description" (do not select any other criteria)
- b. Select Find It

**For either Contract**

When you reach Step 11, you may leave the default entries as is or enter specific information about the positions being sought, but you will be specifying your requirements in an attachment. However, you must enter 1.00 as the Unit Cost.

3. Selecting Vendors to receive bid notification (you can only create requisitions for one contract at a time)



**a. For the Full Service Contract (ITS63StaffAugCat1)**

Skip Job Aid Steps 12 and 13. All active vendors on the Contract will be notified by default, which is the requirement for Category 1.

**b. For the Niche Contract (ITS63StaffAugCat3)**

- i. Identify the vendors for the Niche you wish to fill (see [Niche Vendors](#) later in this Contract User Guide).
- ii. Follow the directions in Job Aid Steps 12 and 13 to select only those vendors providing services in the Niche you wish to fill. In Step 13, Item 1, click the "Select All" box to clear all the checkmarks. Then check only the vendors you have identified in a. above as vendors who offer the Niche resources you are seeking.

**4. Attachments tab (Job Aid Step 15)**

Use the "Add file" function to add the completed Job Specification Template and the Candidate Submission Bid Sheet Form.

**5. Submit the requisition for approval (Job Aid Step 16), and continue to Step 21. In Step 2, check SBPP Eligible as No.**

**6. If you are requested bids only from Category 1 OR Category 3, continue with the remaining steps in the Job Aid and submit the bid.**

**7. If you wish to include Category 3 vendors, repeat the process to create another requisition and bid.**

### How to place an order on COMMBUYS

Once a service and price is determined, the ordering process is as follows (if you have awarded the bid using COMMBUYS, after it has been approved, click the "Create PO" button at the bottom of the screen and begin with Step 5 below):

1. Initiate a new requisition
2. Search for an item (Use ITS63StaffAugCat1 or ITS63StaffAugCat3) in the description
3. Select the vendor you will be placing an order with
4. Enter "1" in the Quantity field and the total amount to be spent over the life of the engagement in the Unit Cost field. Insert the following language in the special instruction box of the PO: "This Purchase Order represents the total estimated expenditure for this engagement (insert brief description), against which (identify department) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures





are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services.”

5. Attach the vendor quote and/or a detailed order summary
6. Submit for approval

### **“Posting” Process for Non-Executive Departments Who Are Not Using COMMBUYS to Post Bids**

Non-Executive Departments that are using COMMBUYS may obtain quotes via email. Use the "Vendor Listing Spreadsheet" to obtain email addresses. For Category 1, Full Service, emails must be sent to all vendors on the Category 1 section of the listing. For Category 3, Niche, limit the emails to vendors in the "niche" area under which you are seeking resources. You may include Category 1 vendors in the posting when you are seeking "niche" resources in addition to the applicable "niche" vendors if you choose.

- Include the Contract Number (ITS63StaffAugCat1 or ITS63StaffAugCat3) and the deadline (date and time) for responses in the subject of the email
- Attach the completed Posting Template and Candidate Bid Sheet Submission Form (if using) to the email
- Notify vendors via email when the candidate has been selected.

Except for the above, the directions for using this contract are the same as for entities using COMMBUYS for job postings.

### **Posting the Job and Choosing a Resource**

1. Select a job title from the applicable Rate Card attached to the contract on COMMBUYS. Executive Department agencies must use Rate Card 6, others may use either Rate Card 3 or Rate Card 6. If you cannot find a job title that is an exact match with your requirements, choose the closest match and add additional qualifications (i.e., years of experience with specific tools) to the Job Specification Template.
2. Review and complete the Job Specification Template attached to the contract on COMMBUYS. There are several decisions you will need to make when completing it – for example, whether face-to-face interviews are needed, and whether you wish to be able to select a candidate before the deadline for resume submission. The Template also provides a place to include three specific questions for the Vendors to answer regarding each Candidate, which you must customize for each posting. The purpose of the questions is both to facilitate resume review and to establish that the candidate's resume was actually reviewed by someone to determine how well the Candidate matched your job specifications. Under ITS53 many resumes were submitted that appeared to have been selected by a computer doing a keyword match between the resume and the job specification, and not by a human reviewer.





Although use of this Template is not mandatory, it was designed by representatives of the Commonwealth Departments who use the contract most frequently, and it is strongly recommended for use in conjunction with the Candidate Bid Sheet Submission Form described below.

3. Review and complete the Candidate Bid Sheet Submission Form.

This form is optional but has been proven highly successful by one of the largest users of ITS53, and includes information such as the actual Resource pay rate, the Resource's past experience with the Commonwealth, and the answers to the questions described in item 2, above (these questions must match the questions that you have customized in the Job Specification Template).

4. Tips to keep in mind:

- Choose a candidate as quickly as possible. Candidates with skills that are in high demand remain available only for a short time.
- Check for duplicate resumes submitted by different vendors. General guidance is that if, at the time candidates have been selected for interviews, resumes for the same candidate have been submitted by multiple vendors:
  - The ITS63 vendor who submitted the lowest bill rate will be contacted to arrange the interview.
  - If bill rates are the same for all ITS63 vendors who submitted the same candidate, the ITS63 vendor who submitted the highest Candidate Pay Rate will be contacted to arrange the interview.
  - If the bill rate and Candidate Pay Rate are the same for all ITS63 vendors who submitted the same candidate, the ITS63 vendor whose submission was received earliest by the Contracting Department will be contacted to arrange the interview.
  - If the Contracting Department selects the candidate for the position, the ITS63 vendor who was contacted by the Contracting Department to arrange the interview will be awarded the contract.

Whether or not your Department chooses to follow the above process, it is a good practice to determine in advance how duplicate resumes for the same candidate will be handled. This cannot be prevented and there should be a process in place so that it does not slow down the candidate selection process.

- “Tell your story” in describing the job requirements. Recruiters may attract better candidates if a project sounds interesting or uses cutting edge technology.
- When posting a position that is “hard to fill,” or has unusual requirements, it is helpful to offer a question/answer period in a format where answers can easily be shared with all



Vendors, such as a short teleconference for the purpose of answering bidder questions more interactively.

- Indicate how long the job is expected to last. If you post a job for three months (for example, based on funding or the end of the fiscal year), but expect it to continue for the duration of a project, mention the possibility of a more extended engagement, which is potentially attractive both to potential candidates and vendor recruiting staff.
- The Candidate Bid Sheet Submission Form requires that vendors indicate, for each candidate, whether the Resource is presently working for a Commonwealth Agency or has done so during the past year. You may contact the Commonwealth Agency for a reference.

### Notify Vendors and Sign an Agreement

1. Notify the vendor whose candidate you have selected
2. Notify all other vendors that their candidate was not selected (selection explanation not required)
  - a. If Bid was issued through COMMBUYS:
    - i. If Bid is cancelled, cancel via COMMBUYS with an amendment explaining the reason for the cancellation.
    - ii. If awarded, award the bid via COMMBUYS OR amend the bid to announce the award.If the COMMBUYS process in your Department will delay vendor notification, notify vendors by email in advance of the COMMBUYS notification.
  - b. If Bid was issued via email, notify vendors via email of cancellation or that a candidate was selected.

Once a selection decision is made, it is important to quickly notify vendors that their candidate was not selected. This courtesy will let the vendor know that their candidate is immediately available to submit for other positions.

3. Sign an agreement with the selected Vendor. A Statement of Work (SOW) template is posted on COMMBUYS ("Agency Attachments" section). You may use your own Agency's agreement, but be sure to cover all elements of the SOW template.
4. Encumber funds in MMARS, or the financial system your Agency uses, prior to the start date.

### "On Board" the Resource

**I-9 Form:** Agencies may request copies of the I-9 (Employment Eligibility Verification) form from the ITS63 Vendor for all new placements, prior to the Resource's first day of work. If the form is requested, Agencies must review the area of the form on the right hand side of the page, about one third of the way down, beginning: "I attest, under penalty of perjury..." If the box for "An alien authorized to work..." is checked, be sure that the authorization is current based on the expiration

date. Alternative documentation showing that the resource is eligible for employment may be accepted if the ITS63 vendor is precluded from providing the actual I-9 Form.

**H1-B Visa Resources:** The Department of Labor requires (20 CFR 655.734) the filing of a labor condition application (LCA) and a posting of a notice of the LCA filing for Resources with H1-B visas. The requirement can be met by Commonwealth Agencies by posting a copy of the notice, which the ITS63 Vendor will supply, at the Resource's work site, in two conspicuous locations, for a period of ten days.

**Representations by Resources Form:** This form, attached to the contract on COMMBUYS, must be signed by all Resources on or before their first day of work.

**ITS63 Employee Certification Form:** The Resource must bring this form (attached to the contract on COMMBUYS) to work on his/her first day (if not submitted previously). The form must be kept in the procurement file. A copy of the form is located in the Agency Attachments section of the contract on COMMBUYS.

The "Resource Employer" is not necessarily the same as the ITS63 Vendor, whose name will appear near the bottom of the form. Review the form to ensure that the resource is eligible to provide services under ITS63. The form indicates how questions must be answered for a resource to be eligible.

### During the Resource's Engagement

**Request redacted copies of W-2s** for Resources working at your Agency, on or about May 1 of each year, and keep in the procurement file. If the vendor cannot provide a redacted copy of the W-2, request alternative documentation sufficient to prove that the Resource is a W-2 employee of some entity.

### Additional Caveats and Benefits

- After a Resource has been working for your Agency for six months or more, **you may offer the Resource a position with your Agency** as a regular employee or a "Contract Employee," provided that the Resource is not working under an H1B Visa. However, you **may not** encourage the Resource to leave their ITS63 employer and go to work for another company, such as "Low Overhead" vendor or other third party.
- Vendors must absorb the cost of **background checks** (if requested by your Agency), even if your Agency has special requirements (i.e., a child care agency may have specific requirements pertaining to child abuse or neglect). Background checks may include but are not limited to Massachusetts Criminal Offender Record Information (CORI) checks.
- If the Vendor is not the Resource's direct employer, you have the right to request and receive **a copy of the subcontract**.



- **Do not** post a job on Monster.com or other job boards until you have given the ITS63 Full Service Vendors an opportunity to find a candidate for you. Above all, do not post the position elsewhere while it is posted for responses from the ITS63 vendors.
- **Do not** provide advance notice of postings before they are posted on COMMBUYS. All Vendors should have an equal opportunity to respond to a posting.

### Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

### Contract Exclusions and Related Statewide Contracts

See ITS63StaffAugCat2a or ITS63StaffAugCat2b if you have already located a Resource independently of this contract and wish to retain the Resource through a "low overhead" contract.

### Additional Information/FAQs

#### Reporting Issues or Complaints

ITS53 only had 15 vendors, whereas this Contract has over 40 Full Service vendors and 16 Niche Vendors. The SSST is asking that all contract users participate in helping to keep the contract working smoothly, so that we can benefit from the additional number of vendors without becoming overwhelmed by the number of resumes submitted or by vendors who are seeking information on upcoming opportunities or on why the Resources they submitted were not selected, dropping in without appointments, or requesting meet-and-greet sessions.

Please note, if you do a posting and are not satisfied with the quality of responses in general, it would be a good practice to email all the vendors (you may use the Vendor Listing Spreadsheet to easily obtain their email addresses for a group email), and indicate how, generally, the responses fell short. This may improve quality when you re-post the position. You may also invite vendors for face-to-face meetings if you choose, or set up a teleconference to help the vendors understand your Department's particular requirements, or answer questions vendors may have about a live posting.

A "Contract Infraction Report Form" has been posted in the Agency Attachments section of the Contract. Please use this form to report any of the following issues or other problem behavior.

- More resumes submitted than requested
- Candidates submitted at higher than the maximum rate
- Candidate "Right to Represent" form omitted if requested on the posting
- Missing information on the Candidate Submission Bid Sheet Form
- Resume fails to meet most or a large number of job requirements
- Bidder calls for information on why candidate was not selected



- Bidder calls requesting information on future postings
- Bidder contacts hiring managers or other personnel when requested not to do so
- Bidder drops in without an appointment
- Bidder requests meet-and-greet meeting
- Other

The SSST will review these reports frequently. One infraction report will not result in a vendor being suspended from new business (except in exceptional circumstances), and the SSST will first counsel and/or issue warnings to vendors regarding infraction reports. However, vendors who consistently generate infraction reports and fail to improve their behavior will be suspended from new business for a period of time or until the end of the contract.

### Niche Specialties

For additional information, you may read the vendors' description of their services posted on COMMBUYS as "Niche Specialty Descriptions from Vendor RFR Responses" (bidders were limited to 250 words or less).

**.Net** - Consolidated Horizons, Inc, Windwalker Group LLC

**Accela** - Pundit Systems, Razivi Application Developers, SEP Technology Consulting

**Agile Project Management** - Boston Data Group, Inc.

**AWS** - tCognition Inc

**Cybersecurity** - Windwalker Group LLC

**Data Analysis** - Meduvi LLC

**Data Protection Support** - New York Global Consultants

**EMR (Electronic Medical Record) Software Professionals** - DB Healthcare, Inc.

**Enterprise Mobility Management** - INNO4 LLC

**Forensics and Cyber Security** - Tri-Com Consulting

**Health IT** - Meduvi LLC

**Informatica and other Data Management Products** - Qlarion

**Java/J2EE** - Consolidated Horizons, Inc

**LexisNexis Time Matters** - Circle Management Group, Ltd.

**Microsoft Software** - Boston Data Group, Inc.

**Meditech** - Navin Haffty and Associates LLC

**Next Generation Firewall** - INNO4 LLC

**Oracle** - Unique System Skills LLC, New York Global Consultants

**Peoplesoft** - Noblesoft Solutions, Unique System Skills LLC, tCognition Inc

**Project Management Public Sector** - International Consulting Acqu Group

**Security and Risk Management** - Positive BCS LLP

**Software Quality Assurance** - APSS FUTURISTICS LLC



**Tableau** - Abridge Info Systems Inc, Noblesoft Solutions

**Tableau and other Data Analytics Products** - Qlarion

**Websphere** - Tri-Com Consulting

### Prompt Pay Discounts

All vendors offer a 5% Prompt Pay Discount for payments made within 30 days. Discounts offered will be taken in cases where the payment issue date is within 30 days in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.

### Performance and Payment Time Frames Which Exceed Contract Duration

All agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and services established per each written agreement). No written agreement shall extend more than 3 years beyond the current contract term of this Statewide Contract (6/30/2021). No new agreements may be executed after the Contract has expired.

### Strategic Sourcing Team Members

- Alison Cahill, Executive Office of Labor and Workforce Development
- Brian Boyd, Executive Office of Labor and Workforce Development
- Charles Caron, Department of Public Health
- Eddie Pinkerton, City of Boston
- Edith Kwok, Department of Education
- Ellen Wright, MassIT ( Information Technology)
- John Cadorette, MassDOT (Department of Transportation)
- Kara Banderier, Executive Office of Human Services
- Margaret Sullivan, Department of State police
- MaryBeth Martinez, Mass IT( Information Technology)
- Meng You, Executive Office of Education
- Rachelle Hersey, Executive Office of Administration and Finance
- Rose Romagna, Executive Office of Human Services



- Tim Kennedy, Operational Services Division

### **Vendor List and Information**

Here are links to the [ITS63StaffAugCat1 Full Service](#) Contract and the [ITS63StaffAugCat3 Niche Contract](#). Vendors are shown under the "Distributors" heading for each contract, and also on a "Vendor Listing Spreadsheet" found in the .zip file under "Agency Attachments."